

FILED: *Meeting*
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RECORDS MANAGEMENT DIVISION

Agenda for Meeting of Chiefs of Branches on 6/25/54

1. Space
2. Use of Conference Room - Arrange with
3. Budget
4. Decentralized concept for Records Management
 - a. Microphotographers
 - b. Supplemental Distribution
 - c. Records Center
 - d. Transfer on orderly basis
5. Commendation from Medical
6. Insurance
7. Vacations
8. Designation of Person to act in my absence.
9. Next week's report.
10. Magazine circulation